

Finance and Administration Cabinet Education Assistance Fact Sheet

The education assistance program provides financial assistance to employees who want to continue their education. Tuition is paid in advance and the payments are made directly to the educational institution or provider. Approval to participate in the program *must* be obtained in advance.

- Permanent, full-time employees who complete initial probation, and employees in the unclassified service who complete six months of continuous service are eligible to receive tuition assistance. This requirement may be waived when the nature of work justifies the tuition assistance.
- Educational institutions and providers include public or private degree granting postsecondary education institutions, educational television, accredited correspondence and on-line schools, vocational and secondary schools and Kentucky Virtual University.
- Assistance includes payments for: 1) tuition and registration fees, 2) laboratory fees, 3) computer usage fees, 4) required texts and other required course supplies, 5) examination fees and 6) records and transcript fees if required by the institution.
- Assistance will not cover: 1) late registration fees, 2) graduation fees, 3) parking or transportation or 4) courses taken without prior approval for tuition assistance.
- Education assistance covers educational testing for credit such as GED, CLEP, and DANTES.
- The maximum dollar amount per credit hour that will be paid for courses offered at a private college or university or an out-of-state university is limited to the current tuition cost at the four (4) year state university located nearest the employee's county of employment.
- Within thirty (30) calendar days after the course ends, the employee must submit a grade report. Satisfactory grades are a "C" for undergraduate studies and a "B" in graduate studies. A grade of "I" or "Incomplete" is not satisfactory.
- Employees who live or work in Franklin County or one of the adjoining counties will receive tuition assistance only for courses taken at Kentucky State University (KSU), unless the course or degree program is not available or offered at KSU.
- Employees must fulfill a six (6) month service obligation after completing a course.
- How to Apply for Education Assistance

Employee obtains an Education Assistance Authorization Form from the agency personnel officer or the Office of Management and Budget (OMB).

Employee completes the application form and submits the form to his/her supervisor.

Supervisor completes the agency approval portion of the form and sends it to OMB through procedural channels established within the agency. Allow at least three (3) days for processing in OMB.

OMB retains one copy of the approved form, returns the original to the employee and sends a copy to the employee's personnel officer or supervisor.

For additional information refer to the Finance and Administration Cabinet's Education Assistance Policy or call 502-564-0408.